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Instructions for preparing
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OFFICE OF DEFENSE TRANSPORTATION

WASHINGTON, D. C.

September 1942

INSTRUCTIONS FOR PREPARING APPLICATION FOR CERTIFICATE OF WAR NECESSITY FOR OPERATORS OF ONE OR TWO COMMERCIAL VEHICLES

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FOREWORD

To All Operators and Users of Commercial Motor Vehicles:

The United States now has about 4,890,000 nonmilitary trucks and about 154,000 buses. The trucks are carrying a tremendous volume of property, and the buses a tremendous volume of people. Our railroads are operating to near capacity. They could not carry the traffic which the trucks and buses are carrying: First, because they do not have the capacity, and, second, because they are so located that they could not handle a great part of this traffic, even if they had the capacity.

Most of this traffic is essential. Our country will suffer severely, and the war effort will suffer, if the trucks and buses and other commercial motor vehicles find themselves unable to continue to handle this essential traffic, or any large part of it. *They must be kept rolling.*

No more civilian trucks are being built. The plants which built them have gone into the building of military trucks or other war products. Much the same is true of the buses. The supply of repair parts is critically limited. There is, and for months at least will continue to be, a serious shortage of

tires. There is grave danger that our supply of all types of commercial motor vehicles will be badly depleted, unless we conserve them to the utmost.

This means that these commercial vehicles and their tires must be given the best possible care; they must be driven with equal care; and every mile of unnecessary operation must cease. Your welfare and the safety of our country demand that this be done.

The Office of Defense Transportation has promoted policies and has issued orders with this end in view. The results have been good, but much remains that can and must be done. The situation is not hopeless, but it calls for all possible precautions.

We propose, therefore, to issue to the operator of each commercial motor vehicle a *Certificate of War Necessity* which will govern the maximum mileage to be operated and the minimum loads to be carried. These Certificates will be required not only for trucks and buses but also for taxicabs, jitneys, automobiles which are available for public rental, and certain other similar classes of motor vehicles. These latter types have been included because of the necessity and desirability of correlation of this program with that of governmental allocation of gasoline, tires, and tubes. The Application Form and Instructions which will be sent to each operator will tell how to go about getting these Certificates.

A Certificate must be carried on each such vehicle. Otherwise it cannot lawfully be operated. Without a Certificate no gasoline, tires, or repair parts can be obtained. For failure to comply with its provisions, a Certificate can be taken away.

But it is not proposed to use these Certificates in any arbitrary or ruthless way. Their purpose is to bring home to operators of all commercial motor vehicles the necessity for treasuring these precious vehicles and tires, and to give each operator a definite guide for his individual action. They will also provide a ready means for controlling wilful and persistent offenders.

The Certificates will not supersede outstanding O. D. T. orders and public statements of policy. Those orders and policies will remain in effect unless and until they are formally amended, superseded, or revoked. At the outset, the limits of mileage, motor fuel, or load requirements specified by the Certificates may in some instances be more liberal than full compliance with outstanding orders or statements of policy would justify. The duty to comply will remain, and the limits will be brought into line wherever it becomes evident that such a situation exists. The purpose will be to trim the Certificates as quickly as may be down to the basis of maximum conservation reflected in the outstanding orders and statements of policy. The trimming will be done under uniform instructions from the central office by men in the field in close contact with the operations.

It is quite possible that the situation with respect to tires, parts, and other supplies may so develop that more radical steps in conservation must be taken than are now reflected in outstanding orders and statements of policy. If so, necessary changes will be made in the manner above indicated. In no event will the adjustment of the Certificates to accord with such necessities be left to the unguided discretion of the field force.

In giving the information required by the Application Forms, the operators should be guided by operating records, if they have them. If they do not have records, they must in the beginning make the best estimates that they are able to make. We count on them to make honest estimates. They should not forget that their own best interests demand that they ask for no more mileage and no less loading than is absolutely necessary. Records will be required to be kept in the future.

I realize that the Certificates will be an annoyance and that the first reaction of many will be to regard them as a nuisance. In normal times they could have no justification. But these are not normal times. We are at war, and no war can be fought and won without suffering and trouble. Few things are more essential to an all-out war effort than to keep our commercial motor vehicles, public and private, in active service. The danger that we may lose their services to a considerable extent as time goes on is so great that it demands all possible precautions for the care and conservation of this necessary means of transportation.

There must be no slackening whatsoever in the efforts which are now being made to save the trucks, buses, and other commercial motor vehicles and their tires. The Certificates are intended, not to discourage, but to encourage, stimulate, protect, and augment those efforts. They are only

one further means of helping the operators individually to do their full part in the campaign to keep these vehicles rolling in the cause of Victory.

In carrying out this program we shall need the wholehearted cooperation, not only of the motor vehicle operators, but also of shippers, consignees, farmers, merchants, manufacturers, administrative agencies, and the general public. The program has no other purpose than to protect the best interests of all concerned and of our country.

JOSEPH B. EASTMAN,
Director of Defense Transportation.

GENERAL

OFFICE OF DEFENSE TRANSPORTATION

A complete set of instructions for the filing of your application form is furnished herewith, and it is necessary that you study the application form very carefully and read the instructions very thoroughly and definitely determine each answer before filling in the application. The detailed instructions should enable you to file your application without assistance, if they are followed carefully. In order that your business may be subject to the minimum of interference, you should make every effort to set forth all information required as fully and as clearly as possible. Wherever it is necessary for you to use estimates in indicating the past or future operations of your vehicles, you shall make such estimates as accurately as you possibly can.

The information submitted will be held by the Office of Defense Transportation in strict confidence, and will be used only for the purpose of achieving maximum utilization of transport facilities during the war emergency.

Form SU-A, sent to all persons who had one or two commercial motor vehicles registered in their names as of December 31, 1941, is to be used for single unit operations, and Form FU-A for fleet operators, or those who have registered in their names as of December 31, 1941, more than two commercial motor vehicles.

These instructions are devoted to single unit operators. Attention is directed to the fact that, for purposes of determining which applicants will use Form SU-A and Form FU-A, the distinction is based on power units; that is, trucks, truck-tractors, taxicabs, hearses, ambulances, vehicles available for public rental, and buses, and that trailers and semi-trailers are not considered as vehicles for this purpose. As an example, an operator owning two tractor semi-trailer combinations consisting of two truck-tractors and two semi-trailers will apply on the single unit form.

The completed application must be returned to the Office of Defense Transportation, Central Mailing Office, at Post Office Box 2259, Detroit Michigan, within 10 days of the date of receipt.

OFFICE OF PRICE ADMINISTRATION

Eligibility of Commercial Motor Vehicles for Tires and Tubes

It is necessary that all commercial motor vehicle owners obtain a Certificate of War Necessity from the Office of Defense Transportation to permit the operation of such commercial vehicles.

However, a Certificate of War Necessity does not in any manner change the Office of Price Administration's Tire Rationing Regulations affecting the eligibility of commercial motor vehicles. This means that operators will continue to establish their eligibility for tires and tubes with Local Rationing Boards as in the past.

Instructions to Commercial Motor Vehicle Owners on Inspection and Maintenance of Tires

1. The Commercial Motor Vehicle Owners' Responsibilities.

- The proper care and maintenance of the tires and tubes are the responsibilities of the commercial motor vehicle owners. To provide the commercial motor vehicle owners with the rubber for their essential needs, it is necessary that the utmost care be exercised in the use of the tire equipment. Failure to do so will result in premature loss of tire carcasses.

- (b) If tires go out of service prematurely, the burden of proof will be upon the commercial motor vehicle owners to show that they did not fail through neglect or abuse. Inability to establish that fact will result very definitely in difficulty of obtaining approval of an application for a certificate of replacement from the Local War Price and Rationing Board.
- (c) It is both reasonable and equitable that the commercial motor vehicle owner who practices conscientiously the principles of rubber conservation, by using care in the operation of his tires, will obtain consideration for replacement of rubber for his needs in advance of those commercial motor vehicle owners who do not.

2. Bimonthly Inspection.

- (a) The Certificate of War Necessity will require that a commercial motor vehicle be inspected once every 60 days or every 5,000 miles, whichever occurs sooner. This is necessary for the purpose of establishing a control in the maintenance and operation of the commercial motor vehicle particularly in reference to the care of the tire equipment.
- (b) The Office of Price Administration's authorized inspectors will conduct the commercial vehicle inspections. Names and locations of the authorized inspectors can be obtained from the Local Boards.
- (c) It will be necessary that the commercial motor vehicle owner obtain approval from the inspector for the continued operation of the motor vehicle. This approval is indicated by the inspector's signature on the back of the Certificate of War Necessity at the time of inspection if the tire equipment is found satisfactory for continued operation. This approval will be withheld by the inspector until such time as conditions found unsatisfactory, other than recapping service or replacement of tires, are corrected by the commercial motor vehicle owner.

Failure to obtain approval will result in denial by the Local Board of certificates for recapping service or replacements of the motor vehicle's tire and tube equipment.

- (d) The authorized inspectors will give the motor vehicle owner efficient and courteous inspection service and assist the commercial motor vehicle owner in every way possible to keep the tires in serviceable condition, prevent premature tire failure, and loss of basic tire carcasses.
- (e) *Inspection Fee.*
 - (i) No fee will be charged by the inspector unless it is necessary to remove a tire from the wheel or rim.
 - (ii) If it is necessary to remove a tire from the wheel or rim, a fee for the service of removing and replacing the tire may be charged. Such fees will not exceed those set forth in the present Revised Tire Rationing Regulations, as follows:
 - (aa) Small truck tires (7.50 x 20 or smaller), each... \$0.75
 - (bb) Large truck tires (larger than 7.50 x 20), each... 1.00
 - (cc) Additional charge for removing inside dual truck tires (larger than 7.50 x 20)..... .50

3. Maintenance Requirements. To assist in the proper care and maintenance of tires and tubes, the following basic requirements are outlined below. It is emphasized that satisfactory operating conditions of the tire equipment should be maintained at all times.

- (a) *Correct Air Pressure.* Correct air pressure should be maintained in each tire at all times, and should be checked with an accurate gauge.
- (b) *Rims and Wheels.* Rims and wheels should be checked for correct size and type. If found necessary bent rims should be straightened or replaced.
- (c) *Tire Injuries.* Each tire should be examined for breaks or cuts. Tires having such injuries must be removed and repaired (by vulcanization, where necessary).
- (d) *Matching of Dual Tires.* Dual tires should be checked to ascertain that they are properly matched.

- (e) *Wheel Conditions.* The following mechanical conditions, which affect tire wear, should be checked to see that adjustments or repairs are made when necessary:
 - (i) Caster and camber alignment.
 - (ii) Wheel alignment.
 - (iii) Brake adjustment.
 - (iv) King pins, bushings, and wheel bearings.

4. Inspection Procedure. At the time of the bimonthly tire inspection, an authorized Office of Price Administration inspector will check the tire equipment on the following points:

- (a) Air pressure.
- (b) Size, type, and condition of rims.
- (c) Breaks or cuts in the tread or sidewall.
- (d) Matching of dual tires.
- (e) Injury due to overloading or operating at excessive speeds.
- (f) General condition of tires for any evidence of unbalanced wheels, improper wheel alignment, faulty brake adjustment, or necessity for recapping or repair.
- (g) During the course of an inspection, it is important that the commercial motor vehicle owner inform the inspector of any internal injury to the casing which is not apparent on the outside surface. (Example: Injuries temporarily repaired by inserting a blow-out patch in the casing.) Such tires must be removed from the wheel and repaired by vulcanization.
- (h) The commercial motor vehicle owner must inform the inspector of any tires that have been subjected to any unusual shock by striking any sharp objects, such as rocks, curbs, or edges of road holes which may have ruptured the inside plies of cord, and which tires have not been examined since these actions took place. These tires must be inspected by removal from the rim or wheel and repaired (by vulcanization, if necessary) if found to be ruptured.

NOTE.—It is the responsibility of the commercial motor vehicle owner to cooperate with the inspector in such cases to save the casing from premature failure, since the inspector will not be able to determine such conditions that are not apparent from an examination of the casing on the wheel.

5. Recapping Conditions.

- (a) All tires that have arrived at or are worn beyond what is established as the most economical point at which a tire should be recapped will be removed from the rim or wheel and inspected to establish the condition of the carcass.

NOTE.—The most economical point at which a commercial motor vehicle tire should be removed and recapped is when the tire is worn smooth approximately $\frac{3}{4}$ of the total width of the tread, and not beyond the point where there still remains $\frac{1}{8}$ " of tread rubber above the breaker strip or outside ply of cord. Inspectors will be requested to inspect such casings by removal from the rim or wheel, and if found satisfactory, an inspector's report (Form OPA R-1 or R-21) will be completed to approve an application by the commercial motor vehicle owner for a recapping service certificate which the motor vehicle owner should immediately complete and submit to the Local Board. If the casings, upon inspection, cannot be recapped, the inspector will complete an inspection report Form R-1 or R-21 so that an application may be completed by the motor vehicle owner for a certificate of replacement of the tires and tubes in those cases where the applicant is eligible to obtain such replacements.

It is the commercial motor vehicle owner's definite responsibility, however, to see that his casings are not worn through more than the breaker plies and two body plies of cord fabric, or worn through two body plies on a tire that does not have breaker plies and which is otherwise in good condition. This represents the extreme point of wear before the tire is irreparably lost for further service.

- (b) *Casings, which from a cursory inspection and information given to the inspector by the commercial motor vehicle owner can be established as being in a satisfactory condition for continued service, need not be removed from the rim or wheel for inspection.*

INSTRUCTIONS FOR USE OF APPLICATION FORM FOR CERTIFICATE OF WAR NECESSITY

ALL COMMERCIAL MOTOR VEHICLES

The application Form SU-A for a single unit operator consists of a double-fold four-page form. One such form has been mailed to all registered owners of one self-powered commercial motor vehicle and two such forms to owners of two self-powered commercial motor vehicles. It is necessary that the form or forms be filled out completely in each instance. Should you receive only one form, whereas you own two commercial vehicles, an additional form should be obtained at once from the Office of Defense Transportation Central Mailing Office, Post Office Box 2259, Detroit, Michigan.

Directly under the name and address on the application form is a rectangular ruled box in which should be entered the make, year, type of vehicle, State of registration and registration number of the commercial motor vehicle which you own. The body type, rated capacity or seating capacity should be entered by you in the space provided. Should any of these items not be shown or be shown incorrectly, it should be entered or corrected. In the event you have sold or otherwise disposed of your vehicle the form should be returned to the Office of Defense Transportation with the proper notation of the disposition of the vehicle.

QUESTION 1. Indicate on this line the type of business by or for which the vehicle is operated. The description should be sufficient to completely describe the type of business; for example, in the case of *private carriers* (see page 25), "farming," "retail grocery business," "wholesale grocery business," "retail hardware store," "wholesale hardware store," "wholesale lumber business," etc. In the case of *common carriers* (see page 24) the description should indicate "common carrier," and followed by the principal business for which the vehicle is operated; for example, "common carrier—general commodities," "common carrier—petroleum products," "common carrier—household goods," and "common carrier—livestock." If the operations are those of a *contract carrier* (see page 25), the description should be preceded by "contract carrier" and followed by the principal business for which the vehicle is operated. For example, a contract carrier engaged on a single contract in transporting goods for a wholesale grocery company would indicate "contract carrier—wholesale groceries," a contract carrier whose principal business is derived from transporting textiles for a textile manufacturer would indicate "contract carrier—textile manufacture," etc. Examples of answers to this question in the case of *buses* would be as follows: "common carrier—general public," "contract carrier—airplane plant workers," "private carrier—hotel," "private—school." In all cases the response should be based upon the predominant business for which the vehicle is operated, that is, the business for which you perform 51 percent or more of your total transportation operations.

QUESTION 2. Indicate the purpose for which the vehicle is principally used. If the vehicle is principally used in connection with farming, then "farming" should be checked. If the vehicle is used primarily in connection with service operations—that is, where transportation of property or persons is incidental to the performance of a service, as in the case of a vehicle used by a "plumbing concern," an "automobile repair agency," or other maintenance or repair agencies, etc.—this block should be checked. If the vehicle is primarily engaged in transporting passengers for compensation, check "passengers," and if engaged in private transportation of workers or patrons of an establishment, check the block so indicated. In any case where the transportation of property is involved, including farming operations, but not including service operations, the principal articles transported should be indicated in the space designated "Transporting following articles." Do not use "general" or "miscellaneous" except in those cases where the types of commodities transported are so diversified that no one or two commodities predominate.

QUESTION 3. Indicate the area of operations in accordance with the definition of "local" and "over-the-road" service (in the case of a bus, local or intercity service) as given at page 25. (It should be noted that the definition of "local" and "over-the-road" service are not the same for tank trucks and buses as for other commercial vehicles.) Your operations should be classified on the basis of the predominance in total mileage operated in each of the services. For example, if you operate 51 percent or more of your total mileage within the definition of over-the-road service, then check "over-

the-road." Do not check "local and over-the-road" service unless your operations are equally divided between the two.

QUESTION 4. The response to this question should indicate the nature of your operations segregated as between distribution service and other services. You should check "distribution" if 50 percent or more of the passengers or freight is picked up or delivered at points other than the origin or destination of the trip. Thus, the operations of retail groceries, bread delivery, milk delivery, pick-up and delivery service of common carriers, etc., are classified as "distribution" operations. Where the predominant type of operation is other than "distribution," the space designated "Other service" should be checked.

QUESTION 5. The response to this question should indicate clearly the cities in which the vehicle is operated, if engaged in local service. Generally, the response to this question will be the name of the city in which such operations are principally conducted. However, in the case of a farm operator who uses his truck to haul products to a city or cities where such operations are within the definition of local service (see page 25), the cities principally served should be indicated.

QUESTION 6. The response to this question will vary, depending upon the size of the over-the-road operations. Thus, in the case of an operator operating into or through two or three States, the names of the States only should be given. However, an operator operating for relatively short hauls within a single State, say, Ohio, and whose operations are confined to a relatively small number of counties, should indicate as an example, "Ohio—Morrow, Knox, and Coshocton counties."

QUESTION 7. The response to this question should cover all tires which are owned by you or held for your use by others. Thus, if you have one truck with six tires on the running wheels, and a spare, and also own two other tires, this information would cover all nine tires. The number of tires is shown beside the proper tire size. Thus, in the case mentioned, if the vehicle is equipped with 7.50 x 20 tires, then on line (a) this tire size would be indicated, and the nine tires would be distributed on the same line in the proper mileage groups as indicated in the column headings. For example, if the two tires not mounted on the vehicle on either the running wheels or as a spare are new tires (assuming the spare has been used), then "(2)" would be shown under the column designated as "number of tires unused—new tires." And if you estimate, for example, that the spare has had 10,000 miles of use, then the number "(1)" would be shown in the column "7,500 to 12,500," and if the remaining tires on the vehicle are estimated to have 25,000 miles of use on each tire, then "(6)" would be shown in the column headed "25,000-27,500."

In the event that you are engaged in the tire business and are operating a truck in connection with such business, you should list only those tires on such vehicle or held for use on such vehicle.

Information entered in the last two columns under Question 7 should give the average mileage on all tires which were discarded in 1941 because they were no longer useful, or were removed from the vehicle for retreading or recapping in that year. If your vehicle is used in local service as defined at page 25 the response should be indicated in the column headed "Local Service," and if engaged in over-the-road service or long-haul service, then the response should be given in the space so designated. As an example, if you were not accustomed in 1941 to retreading or recapping tires, and after the tires which you removed had performed their full service you found that you had obtained 30,000 miles on the average for each tire so removed, then the response to the question would be "30,000" entered in the appropriate space. On the other hand, if you were retreading or recapping tires that had served their full usefulness in their original state in 1941, the response to this question should indicate the mileage obtained from the tires prior to retreading or recapping. If any figure which you submit is an estimate, it should be followed by the letter "E." For example, "25,000-E."

QUESTION 8. Should indicate the number of vehicles which you regularly lease or rent from others. In the event you have rented or leased a vehicle from someone else for a period of seven or more consecutive days, the number of vehicles so leased or rented should be given.

QUESTION 9. No answer is required to this question unless you will lease or rent the vehicle to another person as indicated below for a period of seven

or more consecutive days from the date as of which you fill out the application, or unless the equipment is idle as defined below.

As indicated at page 14 the reporting of idle equipment is required beginning December 1942. For purposes of the application for a Certificate of War Necessity if the vehicle owned has not been used for two (2) weeks preceding the date of receipt of the application, you should indicate in response to Question 9—"Idle" and give briefly the reason therefor. For example: "Idle—no business available," "Idle—cannot obtain tires," "Idle—cannot obtain replacement parts," etc.

PROPERTY CARRIERS

QUESTIONS 10-24. Responses to these questions should give a detailed statement of your actual operations in 1941, by quarters, or the most accurate estimate which is possible for this period. Also, required to be shown are your operations in the third and fourth quarter of 1942 (part of the latter will represent anticipated conditions rather than actual conditions), and a forecast of your needs for the first and second quarters of 1943. The information furnished in response to these questions should be as accurate as possible and is subject to check by representatives of the Office of Defense Transportation through any sources at their disposal. Responses are broken down into two groups: Questions 10-16 for vehicles operated in "local" service as defined at page 25, and Questions 17-24 for vehicles operated in "over-the-road" service as defined at page 25. There will, of course, be many cases where the operations will fall partially within the definition of local service and partially within the definition of over-the-road service. However, all of your operations should be classified on the basis of the one which predominates in vehicle miles operated; that is, if during the period or periods for which information is requested you operate or anticipate that you will operate 51 percent of your mileage in local service, and 49 percent in over-the-road service as defined, then all of your response will be indicated in lines 10-16.

QUESTION 10. The total mileage which you operated (as used herein, "operated" means all miles traveled by a vehicle which you own—including miles leased to others and that of those which you lease from others) during the periods indicated in the column headed "1941" should be given, as should the miles operated during the third quarter of 1942. The mileage which you estimate you will operate during the last quarter of 1942 and the first and second quarters of 1943 should also be shown. This mileage should be segregated between that performed by the vehicle owned by you and mileage performed by a vehicle leased from others, and indicated in the proper spaces, lines (a) and (b).

QUESTION 11. The mileage of special deliveries and call backs which you operated or estimate you will operate should be shown on this line. The terms "call back" and "special delivery" are defined at pages 24 and 26.

QUESTION 12. Vehicle mileage you have operated or estimate you will operate under specific exemptions from the mileage-reduction provisions of General Order ODT No. 17, § 501.67, should be shown on this line.

QUESTION 13. The total number of trips which you have operated or estimate you will operate should be indicated. A trip in local service is considered as a movement from your base of operation and the return thereto. (See page 26.)

QUESTION 14. The average load per round trip should be indicated in this section. Choose a unit of measure of your average load best indicating the capacity of the particular type of vehicle you use and the commodity you haul. Heavy goods which occupy only a portion of the total space available for loading, but utilize the entire weight capacity of the vehicle, should be indicated on the basis of tons of freight only. On the other hand, a light-density commodity utilizing all available space for loading, but which weighs only a portion of the weight capacity of the vehicle, may be indicated in terms of the unit "cubic feet of freight" (line (b)). In the space indicated as "other, specify" if some other unit is used such as gallons (in the case of all tank trucks), or packages or whatever other term will give the best measure of your utilization of the total capacity of the vehicle, specify the unit selected. For example, if you are a food distributor, and the principal commodity you haul is canned goods, then your average load per trip can be indicated in terms of "cases" on line (c). In the case of a grocer making deliveries of orders, then the unit may be

in terms of the average number of packages delivered, etc. However, where it is practicable, you should indicate the units in terms of "tons of freight" on line 14a.

In the event the vehicle you own is regularly operated in combination such as a truck-trailer, tractor-semitrailers, etc., then the information given in response to questions 14 and 15 should relate to the capacity of the combination.

Where a vehicle is used in service operations as defined in question 2, none of the trips operated by such vehicle should be included when computing the average load per trip.

QUESTION 15. Indicate the unit capacity of the vehicle in terms of the units used in answer to No. 14, which you believe is most representative of the complete utilization of the equipment consistent with safe loading and existing loading regulations. Thus, if you have selected cubic feet of freight, in the case of a light-density commodity noted above as the most representative unit, the maximum cubic feet of space available for cargo in the vehicles concerned should be indicated. If you selected packages of freight, then the maximum capacity of the vehicle fully loaded in terms of packages should be indicated. Thus, if the vehicle which you own could, when fully loaded, haul an average of 75 packages of freight, then this should be shown as the average unit capacity. The same method should be followed when the unit used is gallons, etc. A service truck should be treated in a manner similar to that indicated above for average load per trip.

QUESTION 16. The response to the question on line 16 should indicate the percentage of the total capacity of the vehicle, using the same unit of measurement of capacity as shown, on line 15, which has been or will be utilized. For example, continuing the illustration of the grocer used above, whose vehicle has a capacity (line 15) of 75 packages and whose average vehicle load (line 14) is 50 packages, his average load is two-thirds of the vehicle's capacity, and the response given on line 16 should, therefore, be 66 2/3 percent.

The response to Questions 17-24, inclusive, with the exception of Question 21, will be generally the same as those indicated for Questions 10-16, inclusive, with the exception that a trip in over-the-road service is considered as a movement from a point of origin to a point of destination, and a round trip would, under these circumstances, be counted as two trips, with the further exception of tank trucks and trucks engaged in distribution service for which a round trip shall be considered as a single trip.

QUESTION 21. Average miles per trip is obtained by dividing the total number of miles operated as shown in Question 17 (a) and (b) by the total trips operated as indicated in Question No. 20.

PASSENGER CARRIERS

Local bus service.—The following instructions apply to bus operations in "local service," which include (1) those wholly within any municipality or urban community and a zone extending 15 air miles from the boundaries thereof, or between contiguous municipalities or urban communities, or (2) round-trip schedules on which the average revenue per passenger carried is not more than 35 cents, or (3) round-trip schedules whose principal traffic consists of the movement of workers en route between their homes and their places of employment, or the movement of persons between military or naval establishments and nearby municipalities or urban communities.

The quarterly figures for 1941 and the third quarter of 1942 will be based on actual experience. Those for later periods will be estimated according to your best judgment.

QUESTION 10. Report all miles operated in regular scheduled service including "nonrevenue" mileage and charter mileage, showing separately the mileage of your vehicle and the mileage of vehicles leased from others.

QUESTIONS 11 and 12. Omit.

QUESTION 13. Report the actual number of round trips operated in regular scheduled service.

QUESTIONS 14 a and b. Omit.

c. Report average number of passengers carried per round trip.

QUESTIONS 15 a and b. Omit.

c. Report seating capacity of the vehicle.

QUESTIONS 16-24. Omit.

Inter-city bus service.—The following instructions apply to bus operations in "intercity service" as defined at page 25. The quarterly figures for 1941 and the third quarter of 1942 will be based on actual experience. Those for later periods will be estimated according to your best judgment.

QUESTION 17. Report all bus mileage, including deadhead and charter, showing separately the mileage of your vehicle and the mileage of vehicles leased from others.

QUESTIONS 18 to 22 (b), inclusive. Omit.

QUESTION 22 (c). After "Other—specific" write in "pas. mi. per bus mi.," and in the columns report the number of passenger miles per bus mile operated in scheduled intercity service (including deadhead miles of extra sections). If you did not keep passenger-mile records prior to July 1, 1942, the 1941 figures may be omitted.

QUESTIONS 23 and 23(b). Omit.

QUESTION 23 (c). After "Other" insert "seats" and show the seating capacity of your bus.

QUESTION 24. Divide the figures on line 22c by the figures on line 23c and show the percentage. In other words, show the percent of "seat occupancy" for each period where the figures are available.

School bus—in school service.—The following instructions apply to school bus operations in "school service" which is service limited to the movement required to transport regularly pupils, teachers, and school employees en route between their homes and schools and such other bus operations as may be authorized in connection with school activities.

The figures for past periods will be based on experience. Those for later periods will be estimated according to your best judgment.

QUESTION 10. Record all miles operated in regular scheduled school movement including mileage without passengers. On line (a) show the mileage of buses owned by you, and on line (b) show the mileage of buses leased from others and operated by you.

QUESTION 11. Record any mileage operated by reason of any school activities in addition to that included in questions 10 (a) and 10 (b).

QUESTION 12. Record the mileage operated *without passengers* in regular school movement.

QUESTION 13. Omit.

QUESTION 14. a. Omit. b. Omit. c. Record number of persons you are required to transport regularly to school each day.

QUESTION 15. a. Omit. b. Omit. c. Report seating capacity of bus.

QUESTION 16. Omit.

School bus—Any operations other than regular school movement and those in connection with school activities.

QUESTION 17. Record additional miles operated in service of any type other than school service. On line (a) show the mileage of buses owned by you, and on line (b) show the mileage of buses leased from others and operated by you.

QUESTIONS 18 to 21, inclusive. Omit.

QUESTION 22. a. Omit. b. Omit. c. Record average number of persons carried per day in operating the mileage shown for questions 17 (a) and 17 (b) above.

QUESTIONS 23 and 24. Omit.

Taxicab and rental-car services.—The following instructions apply to vehicles used in taxicab and rental-car services, which include—

(A) The transportation of passengers in any rubber-tired vehicle (1) propelled or drawn by mechanical power; (2) having a seating capacity of less than 10 passengers; (3) used in the call-and-demand transportation of passengers for compensation to or from points chosen or designated by the passenger; (4) not operated on a fixed schedule between fixed termini or over specific routes.

(B) The offering for hire, rent, or lease, or the hiring, renting, or leasing, with or without a driver, to the public, for compensation, any passenger vehicle propelled by mechanical power and having a seating capacity of less than ten passengers; and includes such services commonly known as "drive yourself" and "rent-a-car."

The quarterly figures for 1941 and the third quarter of 1942 will be based on actual experience. Those for later periods will be estimated according to your best judgment.

QUESTION 10. Report the total mileage operated in taxicab and rental-car services, including "nonrevenue" mileage, showing separately the mileage of your vehicle and the mileage of vehicles leased from others.

QUESTIONS 11, 12. Omit.

QUESTION 13. Report the total trips operated quarterly.

QUESTIONS 14 to 24, inclusive. Omit.

Hearse and Ambulance Services.—The following instructions apply to vehicles used in hearse and ambulance services.

The quarterly figures for 1941 and the third quarter of 1942 will be based on actual experience. Those for later periods will be estimated according to your best judgment.

QUESTION 10. Report all vehicle mileage, showing separately the mileage of your vehicle and the mileage of vehicles leased by you from others.

QUESTIONS 11 to 24, inclusive. Omit.

ALL COMMERCIAL MOTOR VEHICLES

QUESTION 25 (a).—Indicate the number of gallons of gasoline consumed by the commercial motor vehicle *owned by you* in the periods indicated in the column headings corresponding to mileage shown in either line 10a or 17a.

(b). Indicate the number of gallons of gasoline *purchased by you for use in vehicles leased or rented from others.*

The figures shown in 25 (a) and 25 (b) should not include any gasoline used for any other purpose than the operation of commercial motor vehicles.

Note.—If fuel shown is other than gasoline—it should be indicated clearly as "diesel fuel" "kerosene" "gasoline," etc. If you are using both gasoline and other motor fuels in your operations, indicate the quantity of different types separately on an attached sheet.

QUESTION 26. See pages 20 to 24 for summary of effective Orders.

QUESTION 27. There are a number of General Permits exempting certain types of operations from partial or complete compliance with ODT Orders. Special Permits are issued only to individual operators after a showing by the person concerned that the Special Permit will materially further the war effort. However, the General Permits are issued by this Office to cover broad classes of operations, and before filling in the response to this question you should read the section on General Permits given at pages 20 to 24 of these instructions.

QUESTION 28. You shall indicate under Question 28 in detail all steps which you have taken to comply with ODT Orders affecting your operation, Preventive Maintenance Program, and any other steps you have taken to conserve tires, equipment, and reduce mileage. Your statement in response to this question must be as complete and concise as possible.

QUESTION 29. It is necessary for only those carriers with operations in the motor fuel rationed area to answer this question, other than part (a) which indicates this fact. (b) If operations are conducted in the rationed area, the percentage of the total miles of all the operations covered by your application which are conducted in the rationed area should be shown. For example, if you operate your vehicle 10,000 miles a year and 5,000 miles of these operations are in the rationed area, then indicate 50 percent. (c) Indicate the gallons of gasoline allowed by the rationing board. (d) Number of miles which you were allowed by the rationing board. (e) Indicate number of gallons of gasoline used by you in the rationed area from July 22, 1942, to September 23, 1942. Also indicate in space provided the miles operated during this same period. (f) If the statements which you have made in this application call for additional mileage within this rationed area over that which you were allowed by the rationing board, attach a complete statement indicating the reasons upon which you rely to justify such increase.

Prior to signing the application you should read carefully the statement describing the terms and conditions under which your application is filed. Your attention is also directed to the fact that in filing this statement it is a criminal offense to make a false statement or representation to any department or agency of the United States as to any matter within the jurisdiction of any such department or agency.

After filling out the application completely and reading the statements referred to in the paragraph above, the application must be signed by the owner of the vehicle in the space designated as "applicant."

Where an individual is doing business under a trade name, the name of the applicant shall be shown on the line designated "applicant" and the trade name shall be shown on the next line. The application shall be signed by the owner of the vehicle or his duly authorized agent. For example, if the owner of the vehicle is John Jones and he uses his truck in business under the trade name of the Centerville Fruit Farms, then the "Centerville Fruit Farms" should be entered in the space "Doing business as", and "John Jones" as the "applicant." In the event some designated agent of John Jones files the return for him, then his name would be signed as the duly authorized "agent" in the line designated as "by." The address should correspond to the address on the first page of the application as originally indicated or as corrected. However, the applicant should show, in parentheses, following the city and State designation, the county in which he is located.

EXPLANATION OF CERTIFICATE OF WAR NECESSITY

After you have filed your application for a Certificate of War Necessity, the information furnished on your application will be reviewed by field representatives of the Office of Defense Transportation and the operations found necessary to the war effort or the maintenance of essential civilian economy will be indicated in the lower left-hand portion of the Certificate in the space designated "Operations Certified." Your Certificate number is indicated in the upper left-hand corner of the Certificate. This Certificate number, as well as your name and address, should be used in all reports, correspondence, etc., which you may be required to submit to this office.

You should verify the correctness of all information indicated in the block describing your vehicle and indicating the license tag number. At such time as your new license tag for the year 1943 is issued, you should indicate in the space "Registration Number 1943" the number of your tag.

In the column designated "Operations Certified" in the lower left hand corner fifteen spaces are provided—Maximum miles per year, Maximum miles per calendar quarter, the Unit of traffic, Minimum average units per (round) trip per year, the Minimum average units per (round) trip per calendar quarter, Maximum gallons motor fuel quarterly—all operations, and Maximum gallons motor fuel quarterly—rationed areas. Only these two measures of motor fuel consumption are given where the usage is fairly constant throughout the year. However, in those cases where there is considerable fluctuation in use of equipment in the several quarters of the year, the maximum gallons of motor fuel are shown for specific quarters. The meaning of each of these is indicated below:

Maximum miles per year.—The mileage indicated in this space represents the maximum number of miles which you are permitted to operate per year. Thus, for example, if a mileage of 8,000 miles is given, you cannot exceed this figure.

Maximum miles per calendar quarter.—In view of the fact that many operations are seasonal in nature, and it is, therefore, necessary to operate substantially greater mileage in some quarter of the year than in others, a maximum mileage which you may operate in any calendar quarter has been indicated to allow for seasonal differences. Thus, in the foregoing case, if you were allowed a maximum mileage per year of 8,000 miles, and the information which you furnished on your application form developed the fact that you required a substantial mileage in a particular quarter of the year, say 4,000 miles, then this will be indicated as the maximum mileage per calendar quarter. In this case, the applicant would be limited to a mileage in any calendar quarter of 4,000 miles, but would only be able to use the remaining 4,000 miles in the other three quarters of the year.

Unit of traffic.—In this space the unit of traffic which you have indicated is most representative of your operations is given. Thus, if you have indicated your operations on the basis of number of tons, then "tons" would be shown. If on the basis of number of packages, then "packages" would be shown, etc.

Minimum average units per (round) trip per year.—On the basis of the capacity of the vehicle which you operate, and the type of traffic which you handle, a minimum average load per trip per year in terms of the unit you

have selected is indicated. In the event that you have selected a unit of traffic of "tons," and if the field examiner of the Office of Defense Transportation, after consideration of all information furnished by you, believes that you should maintain a minimum average load per trip per year of, say, 1 ton, then, while individual loads could be less than this figure, the average load per trip of all your operations for the year could not be less than this figure. This minimum load must be maintained at no increase in the average miles per trip set forth in your application unless specifically authorized to do otherwise. In the case of intercity bus service the minimum average passenger load is given; that is, passenger-miles per bus-mile. No minimum average load will be indicated for other types of passenger vehicles.

Minimum average units per (round) trip per calendar quarter.—As in the case of mileage above, allowance has been made for seasonal operations in the minimum average load per trip per calendar quarter. Using the preceding example of a minimum average load per trip per year of 1 ton, then it is possible that on the basis of the information which you have furnished in your application form that a minimum load, say of three-fourths of a ton would be a reasonable allowance for any quarter. This would mean that while you must maintain an average minimum load for the year of 1 ton, that you are permitted under the operation certified for one quarter to transport a minimum average load of three-fourths of a ton. However, your operations for the remaining quarters of the year would have to be substantially greater to produce the minimum average load of 1 ton. As an example, the following is given:

Quarter	Number of trips	Average load
First quarter	100	Tons 3/4
Second quarter	100	1 1/4
Third quarter	100	1
Fourth quarter	100	1
Average for year		1

The foregoing illustration indicates that a minimum load of three-fourths ton has been maintained in the first quarter, and that the minimum average for the year of 1 ton has been maintained in the third and fourth quarters. However, in the second quarter, it was necessary to transport 1 1/4 tons to maintain the minimum average load for the year of 1 ton. The minimum average load for intercity bus service is shown in terms of passenger load as indicated above.

Maximum gallons motor fuel quarterly—all operations.—On the basis of the mileage allowed by the field examiner of the Office of Defense Transportation, the type of equipment which you have and other factors, the field examiner has indicated the maximum gallons of motor fuel which you may use in any quarter. For example, in the illustration used above where a maximum miles per calendar quarter of 4,000 miles was allowed, and the particular equipment type and loads transported would indicate average miles per gallon of approximately 10 miles, then a "maximum gallons motor fuel quarterly—all operations" of 400 gallons would be allowed. However, the operation used as an example had considerable variation in use by seasons. Under these circumstances the maximum quantity would also be indicated by specific quarters.

Maximum gallons motor fuel quarterly—rationed areas.—Only those carriers with operations in the gasoline rationed areas will have any figure shown in this space. In the gasoline rationed areas, the figure shown will reflect the maximum gallons of motor fuel which will be certified to the gasoline rationing authorities in that area. Thus, if on the basis of information furnished in your application it appears that you should be permitted to use a maximum of 200 gallons of gasoline quarterly in gasoline rationed areas, then this figure would be indicated in the space, and upon presentation of your Certificate of War Necessity to the proper authorities sufficient coupons or other authority to purchase this quantity of gasoline would be granted you.

As indicated above, if the operations are seasonal in nature the maximum gallons of motor fuel quarterly will be indicated by specific quarters.

On the basis of the records which you must maintain, none of the foregoing limits can be exceeded. Thus, if your maximum mileage permitted per quarter or per year is less than the number of miles which you could operate with the quantity of gasoline shown, then you cannot use the quantity of gasoline indicated. On the other hand, if you cannot maintain the minimum average load which has been indicated it will be necessary that you reduce the underutilized mileage which you are operating with the result that you will not be able to operate all the mileage authorized.

LOST OR DESTROYED CERTIFICATES OF WAR NECESSITY

In the event a Certificate is lost or destroyed the applicant should promptly apply for an application (Form CWN-2) to the District Manager of the Office of Defense Transportation at the office located nearest to his principal place of business, and should execute the form and file it at once with the same office from which it was obtained.

RECORDS REQUIRED TO BE KEPT AND USE OF RECORDS

On the back of the Certificate of War Necessity which you will receive is a "Weekly record of commercial vehicle transportation." This form is reproduced at page 32. Space is provided on this form for weekly entries as to the number of trips operated, miles operated, the units carried (to be indicated in terms of the unit which you have selected) broken down by in-bound and out-bound movements, the gallons of fuel used, the number of tires mounted, segregated as to whether they are new tires or new recaps and retreads, and a space for the initials of an authorized tire inspector. *This record must be maintained and carried in the vehicle at all times.* It should be current to the week preceding that for which the operations are being conducted. Thus, during the week of November 8-14, the record of operations for the week of November 1-7 would be entered on the card. In the column "Number of trips" should be entered the total trips which you have operated during the week. Trips are as defined at pages 8 and 9. Likewise the total miles operated should be shown. The units of freight or number of passengers carried are segregated between those carried on the out-bound trip (that is, from your base of operation to your destination) and those on the in-bound trip (from the destination back to your base of operation) and should be indicated in terms of those shown on the face of your Certificate of War Necessity. The gallons of motor fuel used are to be entered in the column so headed. At any time at which you mount a new tire or a new recap or retread tire on the vehicle, an entry should be made as to the number of tires so mounted in the column designated "Number of tires mounted." When your tires are inspected in accordance with the provision of the Order (see page 19) the authorized inspector will either indicate that your tires have passed the inspection, or will indicate the necessary corrections to be made before approval will be granted. If the tires pass inspection, the authorized inspector will indicate the approval by initialing the weekly record in this column.

At the end of each quarter you should summarize each of the columns and indicate on the "Total" line in the last column the average load per trip during the quarter (or in the case of the first period shown from November 1-December 31). This average load per trip is computed on the basis of the total units carried during the period divided by the total trips operated during the period.

It is important that this record be maintained currently and correctly, since if it is not so kept you will be unable to obtain the necessary materials for the operation of your vehicle and in the event your operations are checked and the record is not currently maintained your Certificate may be revoked. Also, in the gasoline rationed areas, you will be unable to obtain your quarterly allotment of gasoline until the weekly record has been inspected.

REPORTING OF IDLE EQUIPMENT—ALL COMMERCIAL VEHICLES OTHER THAN TAXICABS, RENTAL CARS, AMBULANCES, AND HEARSEs

Beginning December 1, 1942, and monthly thereafter every owner of a commercial motor vehicle other than taxicabs, rental cars, ambulances, and

hearses shall report on Form CWN-3 any such vehicle which on the basis of the "Weekly Record of Commercial Vehicle Transportation" on the back of the Certificate of War Necessity was not in use for the two reporting periods preceding the close of the month. This report is to be submitted within 5 days after the last day of the month to the District Manager, Office of Defense Transportation, located nearest to your place of business (for a list of the cities in which these District Managers are located see page 16). Copies of Form CWN-3 can be obtained from the same address.

APPEAL BOARDS

PROPERTY CARRIERS

If subsequent to the receipt of the Certificate of War Necessity the applicant believes that mileage, load, and motor fuel allowances contained thereon are not sufficient to enable him to conduct transportation which is necessary to the war effort or to the maintenance of essential civilian economy, an appeal may be filed with the District Field Office of the Division of Motor Transport, Office of Defense Transportation, located nearest to the applicant's principal place of business (see page 16).

No appeal should be made unless the applicant is able to indicate clearly that the needs of the war effort or the maintenance of essential civilian economy require a revision of the Certificate.

If the applicant in the light of the foregoing considers that he is entitled to an appeal he may make an appeal only after waiting 30 days from the date a Certificate of War Necessity is received by him. This appeal must be submitted to the address indicated above and must contain the information set out below for a period of seven consecutive days within the foregoing 30-day period.

- (1) The origin and destination of each trip.
- (2) The miles operated on each trip.
- (3) The total units of freight carried on each trip.
- (4) The commodity transported and the use to be made of the commodity.
- (5) The maximum capacity of the vehicle for the commodity transported on each trip.

The foregoing material must be submitted in legible form and the name and address and Certificate Number of the applicant given. The entire statement must be submitted under oath.

PASSENGER CARRIERS

Any passenger carrier desiring to appeal from the limitations imposed under "Operations Certified" may do so by filing his appeal with the District Manager of the Division of Motor Transport, Office of Defense Transportation, located nearest to the applicant's principal place of business (see page 16). In making an appeal the operator should submit in writing a detailed description of his operations and the reasons why he considers that relief is necessary. The Certificate Number of the applicant must be shown, and the entire statement must be submitted under oath. In event that a satisfactory decision cannot be reached, the operator may request the District Manager to transmit the appeal to the Regional Representative of the Division of Local Transport.

LOCATION OF DISTRICT FIELD OFFICES AND APPEAL BOARDS
DIVISION OF MOTOR TRANSPORT

ALABAMA: Birmingham. Mobile. Montgomery.	MAINE: Bangor. Portland.	OHIO—Continued. Dayton. Toledo. Youngstown. Zanesville.
ARIZONA: Phoenix.	MARYLAND: Baltimore. Hagerstown.	OKLAHOMA: Oklahoma City. Tulsa.
ARKANSAS: Little Rock.	MASSACHUSETTS: Boston. Springfield.	OREGON: Medford. Portland.
CALIFORNIA: Fresno. Los Angeles. Sacramento. San Francisco.	MICHIGAN: Cadillac. Detroit. Grand Rapids. Lansing. Saginaw.	PENNSYLVANIA: Allentown. Altoona. Erie. Harrisburg. Philadelphia. Pittsburgh. Scranton.
COLORADO: Denver. Pueblo.	MINNESOTA: Duluth. Minneapolis.	RHODE ISLAND: Providence.
CONNECTICUT: Hartford. New Haven.	MISSISSIPPI: Jackson.	SOUTH CAROLINA: Columbia.
DELAWARE: Dover.	MISSOURI: Jefferson City. Kansas City. Springfield. St. Louis.	SOUTH DAKOTA: Pierre. Sioux Falls.
WASHINGTON, D. C.	MONTANA: Billings. Butte.	TENNESSEE: Chattanooga. Knoxville. Memphis. Nashville.
FLORIDA: Jacksonville. Miami. Orlando. Tallahassee. Tampa.	NEBRASKA: North Platte. Omaha.	TEXAS: Amarillo. Austin. Dallas. El Paso. Houston. Lubbock. San Angelo. San Antonio. Waco.
GEORGIA: Atlanta. Augusta. Macon. Savannah. Waycross.	NEVADA: Reno.	UTAH: Salt Lake City.
IDAHO: Boise.	NEW HAMPSHIRE: Concord.	VERMONT: Montpelier.
ILLINOIS: Cairo. Chicago. Danville. Peoria. Quincy. Rockford. Springfield.	NEW JERSEY: Atlantic City. Newark. Trenton.	VIRGINIA: Norfolk. Richmond. Roanoke.
INDIANA: Evansville. Fort Wayne. Indianapolis. South Bend. Terre Haute.	NEW MEXICO: Albuquerque. New York.	WASHINGTON: Seattle. Spokane.
IOWA: Davenport. Des Moines. Mason City.	NEW YORK: Albany. Binghamton. Buffalo. New York. Peekskill. Rochester. Syracuse. Utica.	WEST VIRGINIA: Charleston.
KANSAS: Topeka. Wichita.	NORTH CAROLINA: Asheville. Charlotte. Raleigh. Wilmington. Winston-Salem.	WISCONSIN: Green Bay. La Crosse. Madison. Milwaukee. Wausau.
KENTUCKY: Lexington. Louisville.	NORTH DAKOTA: Bismarck. Fargo.	WYOMING: Casper. Cheyenne.
LOUISIANA: Baton Rouge. New Orleans. Shreveport.	OHIO: Canton. Cincinnati. Cleveland. Columbus.	

TITLE 49—TRANSPORTATION

Chapter II—Office of Defense Transportation

(General Order ODT 21)

PART 501—CONSERVATION OF MOTOR EQUIPMENT

SUBPART M—CERTIFICATES OF WAR NECESSITY FOR AND CONTROL OF COMMERCIAL MOTOR VEHICLES

By virtue of the authority vested in me by Executive Order No. 8989, dated December 18, 1941, and by Executive Order No. 9156, dated May 2, 1942, and in order to conserve and providently utilize vital transportation equipment, material, and supplies, including rubber; and to provide for the prompt and continuous movement of necessary traffic, the attainment of which purposes is essential to the successful prosecution of the war,

It is hereby ordered, That:

Sec.	Definitions.
501.91	Certificate of War Necessity required.
501.92	Application for certificate.
501.93	Issuance of Certificate of War Necessity
501.94	Certificate of War Necessity not transferable.
501.95	Contents and conditions of certificate.
501.96	Motor fuel and commercial motor vehicle parts, tires, or tubes.
501.97	Inspection of tires.
501.98	Records and reports.
501.99	Enforcement officers authorized to report violations.
501.100	Suspension or revocation of certificate.
501.101	Control of vehicles.
501.102	Exemptions.
501.103	Communications.
501.104	Effective date.

AUTHORITY: §§ 501.90 to 501.104, inclusive, issued under E. O. 8989, 6 F. R. 6725, and E. O. 9156, 7 F. R. 3349.

§ 501.90 Definitions. As used in this subpart:

(a) The term "commercial motor vehicle" means (i) a straight truck, (ii) a combination truck-tractor and semi-trailer, (iii) a full trailer, (iv) any combination thereof, or (v) any other rubber-tired vehicle, excluding a motorcycle, propelled or drawn by mechanical power and built (or rebuilt) primarily for the purpose of transporting property, and (2) any bus, taxicab, jitney, or other rubber-tired vehicle, propelled or drawn by mechanical power, used in the transportation of persons upon the highways, or available for public rental, including ambulance and hearses, but not including a private passenger automobile.

(b) The term "person" means an individual, partnership, corporation, association, joint-stock company, business trust, or other organized group of persons, and includes the United States or any agency, territory, or possession thereof, a State or any agency or political subdivision thereof, or any trustee, receiver, assignee, or personal representative.

(c) The term "property" means anything, except persons, capable of being transported by motor truck.

(d) The term "fleet" means three or more commercial motor vehicles owned or operated by one person.

(e) The term "private passenger automobile" means any motor vehicle built primarily for the purpose of transporting persons and having a rated seating capacity of seven (7) or less; and includes station wagons and suburban carryalls, irrespective of seating capacity, which are not used in the transportation of persons or property for compensation.

§ 501.91 Certificate of War Necessity required. On and after November 15, 1942, no person shall operate any commercial motor vehicle within the continental limits of the United States unless there is in force with respect to

such commercial motor vehicle a Certificate of War Necessity issued by the Office of Defense Transportation governing such operation.

§ 501.92 *Application for certificate.* Application for a Certificate of War Necessity shall be made in writing to the field office of the Office of Defense Transportation for the areas in which the home office or principal place of business of applicant is located, unless the applicant is directed to make application to some other office of the Office of Defense Transportation. Any such application shall be made on forms provided by the Office of Defense Transportation, and shall contain such information as the Office of Defense Transportation shall require.

§ 501.93 *Issuance of Certificate of War Necessity.* (a) A Certificate of War Necessity will be issued by the Office of Defense Transportation to any qualified applicant therefor, certifying, with respect to the operations covered by the application, limitations of mileage or of motor fuel or requirements as to loads, or any one or more of such limitations or requirements, in order that such operations (1) shall be confined to those which are necessary to the war effort or to the maintenance of essential civilian economy; (2) shall be so conducted as to assure maximum utilization in such service of the commercial motor vehicle or vehicles of the applicant, and (3) shall conserve and providently utilize rubber or rubber substitutes and other critical materials used in the manufacture, maintenance, and operation of such vehicles.

(b) In all original and subsequent certifications the Office of Defense Transportation will be guided by the provisions of its outstanding orders or public statements of policy relating to the operations under consideration, and all such outstanding orders and statements of policy will remain in full force and effect unless and until they are formally amended, superseded, or revoked.

(c) Such certificate, when issued in respect of a single commercial motor vehicle, shall at all times be carried on such vehicle. When such certificate is issued in respect of a fleet of commercial motor vehicles, a fleet unit certificate shall at all times be carried on each commercial motor vehicle covered by such fleet certificate.

§ 501.94 *Certificate of War Necessity not transferable.* No Certificate of War Necessity shall be transferable. In the event of the sale or other transfer of a commercial motor vehicle, or a substantial change in the character of its use or the condition under which it is used, the purchaser or transferee or owner thereof shall forthwith make application to the Office of Defense Transportation for a new certificate, upon the issuance of which the previously issued Certificate of War Necessity appertaining to such vehicle shall be surrendered for cancellation.

§ 501.95 *Contents and conditions of certificate.* Any Certificate of War Necessity issued under this subpart shall specify:

(a) The name and address of the person to whom issued;

(b) The vehicle or vehicles covered thereby;

(c) The purposes for which and the conditions under which such vehicle or vehicles may be operated;

(d) Such other terms or conditions as the Office of Defense Transportation may from time to time specify.

§ 501.96 *Motor fuel and commercial motor vehicle parts, tires, or tubes.* On and after November 15, 1942, no person shall:

(a) Transfer any motor fuel to, or transfer, mount, or install any part, tire or tube, in or upon any commercial motor vehicle, unless the operator thereof at the time of such transfer or installation, shall present to such person for inspection a valid Certificate of War Necessity pertaining to such vehicle, issued by the Office of Defense Transportation;

(b) Transfer or deliver any motor fuel for the use of, or transfer, mount, install, or deliver any part, tire, or tube for the use of, any commercial motor vehicle, unless the operator of such commercial motor vehicle shall at the time thereof sign a written receipt, in duplicate, for such motor fuel, part, tire, or tube, and endorse on each copy of such receipt the number of the Certificate of War Necessity pertaining to the commercial motor vehicle or vehicles in or upon which such motor fuel, part, tire, or tube is to be used. In the event such transfer, delivery, or installation is for the use of a fleet of commercial motor vehicles, the number of the Certificate of War

Necessity pertaining to such fleet shall be endorsed on each such written receipt. The original receipt shall be retained by the person making the transfer, delivery, or installation, and the copy shall be retained by the person operating the commercial motor vehicle. Such receipts shall be available for examination and inspection at all reasonable times by accredited representatives of the Office of Defense Transportation.

(c) The provisions of this section shall not apply to transfers or installations made pursuant to a coupon, certificate, or other instrument, authorized or issued by a rationing agency of the United States, or to the sale, transfer, or delivery of motor fuel, parts, tires, or tubes, to any person for the purpose of resale.

§ 501.97 *Inspection of tires.* On and after November 15, 1942, no person shall operate any commercial motor vehicle, unless within the sixty (60) days immediately preceding such operation, or, in the event such motor vehicle has been operated more than five thousand (5,000) miles during such period, unless within the five thousand (5,000) miles last operated by such vehicle, all tires mounted upon the wheels thereof or carried for use on such vehicle have been inspected by an inspection agency designated by the Office of Price Administration, and unless such inspection agency has certified that such person has made all reasonable and necessary adjustments, repairs, retreading, recapping, replacement of parts or tires, and realignment of wheels, found by such inspection agency to be necessary to conserve and providently utilize such tires, unless such operator is unable, under then existing rationing regulations, to make such repairs, retreading, recapping, or replacement of parts or tires.

§ 501.98 *Records and reports.* Any person operating a commercial motor vehicle in respect of which a Certificate of War Necessity has been issued, shall prepare and permanently maintain in the manner and form prescribed by the Office of Defense Transportation records of all operations conducted by such vehicle. A weekly record of such operations shall be maintained in accordance with the form provided on the reverse side of such Certificate of War Necessity, and shall be carried at all times in such vehicle. Such person shall keep such other records and make such reports as may be required and in the manner and form prescribed by the Office of Defense Transportation. All such records shall be available for examination and inspection at all reasonable times by accredited representatives of the Office of Defense Transportation.

§ 501.99 *Enforcement officers authorized to report violations.* Any enforcement officer of any State, or political subdivision thereof, who, on or after November 15, 1942, finds any commercial motor vehicle being operated which at such time does not have in such vehicle, available for inspection and examination, a valid Certificate of War Necessity issued under this subpart, or which is in any other way being operated in violation of any order of the Office of Defense Transportation, or any term or condition of a Certificate of War Necessity governing its operation, is authorized to make a report thereof to the Office of Defense Transportation, stating the name of the person operating such vehicle, the owner or lessee thereof, and such other information as the Office of Defense Transportation may specify. Such reports may be made on forms prescribed by the Office of Defense Transportation.

§ 501.100 *Suspension or revocation of certificate.* Any Certificate of War Necessity issued under this subpart shall be effective from the date specified therein and shall remain in effect according to its terms until amended, modified, recalled, suspended, canceled, or revoked in whole or in part by the Director of Defense Transportation for good cause.

§ 501.101 *Control of vehicles.* (a) Whenever the Office of Defense Transportation shall deem it to be advisable, any person having possession or control of any commercial motor vehicle shall, notwithstanding any contract, lease, or other commitment, express or implied, with respect to the use or operation of such commercial motor vehicle, cause such vehicle (1) to be operated in such manner, for such purpose, and between such points, as the Office of Defense Transportation shall from time to time direct, and (2) to be leased or rented by any such person to such person or persons, except by a person engaged in transporting property in a commercial motor vehicle for compensation to a person not engaged in such transportation, as the Office of Defense Transportation shall from time to time direct. Unless the interested parties agree upon the amount of compensation payable for the use

of any such vehicle, so directed to be leased or rented, the amount of such compensation shall be such amount as may be determined by the Office of Defense Transportation to be just and equitable, subject to any applicable maximum price established by any competent governmental authority.

(b) The provisions of this section shall not be so construed or applied as to require any person operating a commercial motor vehicle to perform any transportation service, the performance of which by it is not authorized or sanctioned by law.

§ 501.102. *Exemptions.* The provisions of this subpart shall not apply to or include the following:

(a) A commercial motor vehicle operated by or under the direction of the military or naval forces of the United States or State military forces organized pursuant to Section 61 of the National Defense Act, as amended;

(b) A commercial motor vehicle operated by a dealer exclusively for the purpose of selling such vehicle;

(c) A motor vehicle having a capacity of not to exceed seven (7) passengers operated by a person between his or her home and place of work and used in transporting other persons between their homes and their places of work, if such motor vehicle is not used for any other purpose for compensation.

§ 501.103. *Communications.* Communications concerning this subpart should be addressed to the Division of Motor Transport, Office of Defense Transportation, Washington, D. C., or to the field office of the Office of Defense Transportation designated for the area in which the home office or principal place of business of the correspondent is located. Such communications should refer to General Order ODT 21.

§ 501.104. *Effective date.* Except as otherwise provided herein, this subpart shall become effective November 15, 1942, and shall remain in full force and effect until further order of the Office of Defense Transportation.

Issued at Washington, D. C., this 8th day of September 1942.

(S) JOSEPH B. EASTMAN,
Director of Defense Transportation.

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GENERAL ORDER ODT NO. 3, REVISED

This order applies to over-the-road operations of common carriers of property.

Trucks affected by the order must be loaded to capacity (as defined by the order) over a "considerable portion" of the outgoing or incoming trip, and the operator or driver must use "due diligence" to maintain a capacity load at all times en route. No operator or driver will be deemed to have used due diligence unless he registers with a Joint Information Office or makes appropriate inquiries of other carriers before departing from any point without a full load. In the event a load cannot be obtained for an empty truck, the operator or driver must make an effort to lease the truck to another operator capable of using it in a manner consistent with the provisions of the order.

Loading requirements do not apply to trucks transporting high explosives; trucks operated under the direction of the armed forces of the Federal or State Governments; trucks engaged exclusively in the transportation of repair and service men and their equipment and supplies; trucks operated exclusively in the maintenance of public utilities; trucks operated in emergencies exclusively for the protection of life, health, or public safety, and trucks engaged in sanitation services. Loading requirements and limitations on gross weights (120 percent of the load-carrying ability of the tires) do not apply to special

equipment. Tank trucks, and trucks controlled or operated by persons principally engaged in farming when used in the transportation of agricultural products from a farm, or in the transportation of farm supplies to a farm, are exempt from the entire Order.

Whenever two or more carriers affected by the order contemplate joint action, they may submit plans for such action to the ODT. The plans may include staggering of schedules, exchange of shipments, pooling of traffic, revenues, or both; joint loading, diversion of traffic, establishment of arrangements for the interchange of equipment and establishment of joint terminals. Such plans may be put into effect only upon the issuance of specific ODT orders.

The order further provides that no truck shall be operated at a speed of more than 40 miles an hour and that no truck shall be operated over any highway route or routes, the mileage of which exceeds the most direct route by 10 per cent or more, "except when no adequate common carrier service over a direct route is available, or except when the direct route is unsafe or unusable or is more destructive to tires or motor trucks."

Three general permits under Order No. 3, Revised, also have been issued. General Permit ODT No. 3 Revised-3 exempts trucks engaged in the transportation of exposed motion picture film from the capacity load and the "due diligence" provisions of the order. General Permit ODT No. 3 Revised-4 exempts all trucks engaged exclusively in the transportation of farm products from the farm or farm supplies to the farm from the necessity of checking with Joint Information Offices or other carriers. General Permit 3 Revised-5 exempts small and specially designed trucks and trucks having a rated load carrying ability of not to exceed twelve thousand pounds from checking at Joint Information Offices established under the provisions of General Order ODT No. 13.

GENERAL ORDER ODT NO. 6

The provisions of this order apply to common carriers engaged in other than over-the-road service (see page 25) except to that portion of the business of such carrier rendered in performing pick-up and delivery service of a line-haul motor, rail, express, air and water carrier, or a freight forwarder. The provisions and exemptions of this order are generally the same as those indicated in General Order ODT No. 17. (See page 22.)

GENERAL ORDER ODT NO. 10

This order bans all sightseeing services by motor vehicle for hire and limits charter services in buses having a capacity of 10 or more passengers to certain essential operations, including the transportation of: (1) members of the armed forces; (2) persons participating in organized recreational activities at military establishments; (3) selectees to or from examining or induction stations; (4) students, teachers, and school employees to and from school; (5) employees to and from work; (6) boys and girls to and from summer camps; (7) persons to and from places of regular weekly religious worship; (8) persons evacuated from their homes on orders of governmental or military authorities; (9) juries, prisoners, and mentally ill persons and their official custodians; (10) airline and railroad passengers when unforeseen events prevent the regular operation of air or rail facilities; (11) members of the state militias. Such transportation, however, may be provided by chartered buses only under certain conditions.

GENERAL ORDER ODT NO. 11

Common carriers engaged in intercity bus service (as defined on page 24) are required (1) to discontinue limited schedules, (2) to discontinue round trip schedules where it is reasonable to believe that the passenger miles will be less than 40% of the number of seat miles in any calendar month, provided that one round trip daily can be operated on each route, (3) not to extend or inaugurate intercity service over a new route without the approval of ODT, (4) not to operate intercity service for the purpose of serving places conducted primarily for amusement or entertainment, (5) to meet with competitors for the purpose of preparing plans of joint action to eliminate waste, and to submit such plans to ODT, and (6) to keep a record showing passenger miles and seat miles in intercity service and report to ODT any round trip schedules which fall below 40% seat occupancy in any calendar month.

GENERAL ORDER ODT NO. 13

This order provides for the establishment and operation of Joint Information Offices by carriers. The rules governing the establishment of a Joint Information Office are set forth in the order, and carriers contemplating such action should secure a copy of the order.

GENERAL ORDER ODT NO. 14

This order prohibits all racing of motor vehicles in the United States.

GENERAL ORDER ODT NO. 17

This order, which became effective August 1, applies to all operations of contract and private carriers (defined by the order as motor carriers) (see page 25). It takes the place of General Orders ODT Nos. 4 and 5, pertaining to over-the-road operations of contract and private carriers, and provisions of General Order ODT No. 6, as they applied to local delivery operations of such carriers.

The order requires that trucks operated by contract and private carriers be loaded to capacity on a considerable portion of the outgoing or incoming trip and that the operators and drivers use due diligence in an effort to obtain a full load at all times en route.

Beginning September 1, 1942, the order requires that motor carriers endeavor to lease or rent an empty truck before starting or continuing a scheduled over-the-road trip. As in the case of over-the-road common carriers, motor carriers must make appropriate inquiries among other carriers, in the event no Joint Information Office has been established in the vicinity.

Motor carriers are prohibited under the order from making (1) any special delivery, except to hospitals; (2) any call back, and (3) more than one delivery from any one point of origin to any one point of destination during any calendar day except (a) when the property to be delivered exceeds the capacity load of the motor truck engaged in the delivery thereof, in which event each delivery, except the final delivery, shall be a capacity load delivery; (b) when the property to be delivered requires the use of a motor truck, other than the type used in making the first delivery, specially adapted for and used exclusively in the transportation of such property, in which event an additional delivery may be made; (c) when made for the purpose of picking up empty containers, in which event one additional delivery may be made, if this is done without increasing the mileage of any truck; and (d) on a Friday before a National holiday falling on a Saturday and on a Saturday before a National holiday falling on a Monday, in which event an additional delivery may be made, provided the carrier makes no delivery on such holiday.

In addition to the mileage saved in compliance with the above provisions, carriers must reduce the mileage of each operating unit (see page 25) by at least 25 percent as compared with the mileage operated by the same unit in the corresponding month of last year.

The capacity load and mileage reduction provisions and restrictions on number of deliveries, including special deliveries, do not apply to trucks engaged exclusively in the transportation of high explosives; trucks engaged exclusively in the transportation of repair and service men and their supplies and equipment; sanitation trucks; trucks serving public utilities; trucks operated under the direction of the armed forces; trucks operated in emergencies for the protection of life and health, and trucks handling telegraph, radio, and cable communications and the United States mails. Trucks classed as special equipment are exempt from all of the above provisions and also from the limitation on gross weights (120 percent of the rated load-carrying ability of the tires). Tank trucks, and trucks controlled or operated by persons principally engaged in farming when used in the transportation of agricultural products from a farm, or in the transportation of farm supplies to a farm, are exempt from the entire Order.

Several General Permits also have been issued under General Order ODT No. 17. General Permit ODT No. 17-1 exempts trucks engaged in hauling produce from the farm or supplies to the farm from the mileage reduction and delivery limitation provisions and from the necessity of checking with Joint Information Offices or other carriers.

General Permit No. 17-2 provides that motor carriers engaged in the transportation of solid fuels may base their mileage reduction on the number of miles per ton delivered rather than on the total number of miles operated.

Permit No. 17-3 sets up alternate provisions for newspaper trucks.

Permit No. 17-4 exempts trucks making deliveries to vessels from restrictions on special deliveries and the number of deliveries.

Permit No. 17-5 exempts trucks operated by motor carriers in connection with any mining, smelting, or refining enterprise operated under a Preference Rating Order or Certificate of Operations issued by the War Production Board from provisions of the order requiring motor carriers to reduce mileage and to offer their trucks for rent or lease before departing empty from any point en route.

Permit No. 17-6 authorizes motor carriers when engaged in the transportation of ice to make more than one delivery a day to another carrier—rail, water, air, or other motor carrier—and to make two deliveries to any industrial air conditioning plant or retail dealer.

Permit No. 17-7 exempts carriers engaged in the transportation of rubber or metal scrap from the mileage reduction requirement and from the necessity of offering their trucks for rent or lease.

Permit No. 17-8 authorizes motor carriers operating restaurants serviced from central kitchens to make three deliveries of prepared foods a day from kitchen to restaurant.

Permit No. 17-9 authorizes carriers engaged in the transportation of copy, proofs, tracings, or any other unfinished product for printing or similar purpose to make three deliveries a day.

Permit No. 17-10 authorizes carriers owning and operating bakeries and retail stores, where the products of such bakeries are sold, to make three deliveries a day, if 75 percent of the baked goods are delivered unwrapped.

Permit No. 17-11 enables motor carriers to haul forest products to a consuming, processing, or storage point, as well as to the nearest point where rail or water transportation facilities are available without checking with Joint Information Offices and exempts such carriers from the mileage reduction requirement.

Permit No. 17-12 exempts trucks operating within a construction area from the provisions pertaining to mileage reduction, number of deliveries, capacity loads, and leasing or renting of trucks while operated empty.

Permit No. 17-13 exempts trucks operating exclusively in repair service from the call-back provision of the Order.

Permit No. 17-14 exempts small and specially designed trucks and trucks having a rated load-carrying ability of not to exceed 12 thousand pounds from registering at the Joint Information Offices.

GENERAL ORDER ODT NO. 20

This order provides that no person shall drive or operate a taxicab (1) for any social or recreational purpose of the driver or operator; (2) more than 40 miles an hour; (3) for the purpose of making commercial deliveries of property; (4) more than 10 miles beyond the corporate limits of the municipality in which the trip originates; (5) for the purpose of picking up passengers by cruising; (6) more than 25 miles from the point of origin to the point of destination; (7) without distinctly marking the vehicle to indicate that it is a taxicab. The order does not apply to (1) persons carrying passengers to or from a burial; (2) the transportation of passengers to or from work "by a person driving an automobile between his or her home and place of work"; (3) the transportation of passengers in connection with "emergencies arising from an accident, sickness, death, public calamity, or military necessity," provided an explanation is submitted in writing to the ODT within 48 hours.

GENERAL ORDER ODT NO. 22

This order applies to New York City taxicab operations.

A fleet operator is required to discontinue operation of 33½ percent of the total number of taxicabs which he was entitled to operate under license from the Hack Bureau of the Police Department of New York City on the date of the issuance of the order.

An individual operator is restricted to a six-day week operation. Also, he is prohibited from increasing the number of shifts which was regularly operated by him each day at the time of the issuance of the order.

The order prohibits all operations outside of the State of New York, and all operations more than five miles beyond the corporate limits of the City of New York. The order was issued on September the 10th and becomes effective September 20, 1942.

DEFINITIONS

Bus.

The term "bus" (for the purpose of General Order ODT 11) means any rubber-tired vehicle propelled or drawn by mechanical power and used upon the streets or highways (but not on rails) in the transportation of passengers.

Call back.

The term "call backs" means every call by a vehicle of a local carrier at the premises of any one person subsequent to the first call on any given day, and includes calls made for the sole purpose of picking up property for return to consignor, or for making collections.

Capacity load.

The terms "capacity load" or "loaded to capacity" as applied to a truck mean either (1) the quantity of property, by weight, which may be carried in said truck, determined by deducting the weight of said truck from its rated load carrying ability, or (2) the maximum quantity of property, by volume, which may be stowed by efficient methods and safely transported in the load bearing space of the truck, whichever quantity is the lesser in weight.

Charter service.

The term "charter service" means:

(1) The transportation by bus of a group of persons, who, pursuant to a common purpose and under a single contract, have acquired the exclusive use of a bus to travel together as a group; or

(2) The transportation by bus of passengers to whom individual tickets have been sold or with whom individual transportation arrangements have been made from or to any point or over any route not regularly served by existing facilities and established scheduled services of the person performing the transportation service.

Circuitous route.

The term "circuitous route" means any highway route or routes or combination thereof, the mileage of which exceeds the mileage of the most direct highway route by ten (10) percent or more. Highway mileage of such route shall be as shown in the current edition of the Rand McNally Road Atlas of the United States, Canada, and Mexico.

Common carrier (Property).

The term "common carrier" means any person which holds itself out to engage in the transportation of property for the general public in over-the-road service by motor truck for compensation, regardless of the designation of such person under any Federal or State statute.

Delivery.

The term "delivery" means the operation of a motor truck by a motor carrier from any one point to any other point for the purpose of enabling such motor carrier to relinquish possession of property after transportation or to take possession of property for transportation, or both, and includes an offer or attempt to so relinquish or to take possession of such property.

Fleet operator.

The term "fleet operator" means any person owning or operating more than two self-powered commercial motor vehicles.

Gross weight.

The term "gross weight" means the aggregate weight of a motor truck and its loading.

Highway.

The term "highway" means the roads, highways, streets, and ways in any State.

Individual operator.

The term "individual operator" means any person owning or operating one or two self-propelled commercial motor vehicles.

Intercity service.

The term "intercity service" means all bus operations except (1) those wholly within any municipality or urban community and a zone extending 15 air miles from the boundaries thereof, or between contiguous municipalities or urban communities, or (2) round-trip schedules on which the average revenue per passenger carried is not more than 35 cents, or (3) round-trip schedules whose principal traffic consists of the movement of workers en route between their homes and their places of employment, or the movement of persons between military or naval establishments and nearby municipalities or urban communities.

Local service.

The term "local service" means all operations of a motor truck except in over-the-road service.

For the purpose of defining tank truck operations: "local" means retail delivery, which includes the transportation of any property by tank truck to retail establishments except when full tank truck loads are delivered or to the ultimate consumer for personal, family, or household use or to consumers who do not maintain sufficient storage capable of receiving, at the time deliveries are made, an amount equal to or greater than the total capacity of the commercial motor vehicle in which delivery is made; "over-the-road," means bulk hauling, which includes any kind of hauling not described under "local" or retail delivery.

Motor carrier—Property—(Private and Contract).

The term "motor carrier" (Order ODT No. 17 only) means any person, other than a person which holds itself out to the general public to engage in the transportation of property for compensation, which engages in the transportation of property by motor truck, and includes contract carriers by motor truck and private carriers by motor truck.

Motor truck.

The term "motor truck" means any rubber-tired vehicle propelled or drawn by mechanical power.

Operating unit.

The term "operating unit" means that portion of the motor truck operations conducted by any motor carrier from any given terminal base of operation, or municipality. The total operating units of any motor carrier shall include all operations conducted by such motor carrier.

Over-the-road service.

The term "over-the-road service" means all operations of a motor truck except (1) those within an area which includes any municipality or urban community and a zone extending twenty-five (25) air miles from the boundaries thereof; (2) those within and between contiguous municipalities or urban communities; and (3) those not more than twenty-five (25) miles in length, except those operations by a carrier between its terminals. (For buses, see definition of "intercity service.")

Passenger miles.

The term "passenger miles" means the number of miles traveled by revenue passengers in buses operated in scheduled service, including extra buses.

Property.

The term "property" means anything, except passengers, capable of being transported by motor truck.

Race.

The term "race" means any exhibition, contest, or competitive trial of speed, endurance, or performance, and includes contests between persons or against time, distance, or previously established records, but does not include tests conducted for and at the request of the armed forces of the United States.

Seat miles.

The term "seat miles" means the number of miles operated by a bus in passenger service (including deadhead mileage of extra buses operated in connection with regular schedules) multiplied by the seating capacity of the bus.

Shift.

The term "shift" means any one period of time in twenty-four consecutive hours during which a taxicab is driven by the same person.

Sightseeing service.

The term "sightseeing service" means the transportation by bus of passengers, whether over regular or irregular routes, for the primary purpose of permitting such passengers to see places or objects of general or special interest.

Special delivery.

The term "special delivery" means a delivery by vehicle made at the special instance or request of a particular person other than as a part of a normal delivery service.

Special equipment.

The term "special equipment" means any low-bed motor truck, or any motor truck the primary carrying capacity of which is occupied by mounted machinery.

Tank truck.

The term "tank truck" means a commercial motor vehicle the primary carrying capacity of which is occupied by permanently mounted tank or tanks.

Taxicab.

The term "taxicab" means any rubber-tired vehicle (1) propelled or drawn by mechanical power; (2) having a seating capacity of less than ten passengers; (3) used in the call and demand transportation of passengers for compensation to or from points chosen or designated by the passengers; and (4) not operated on a fixed schedule, between fixed termini, or over specific routes.

ILLUSTRATION OF METHOD TO BE EMPLOYED IN FILLING OUT APPLICATION FORMS AND RECORDS REQUIRED TO BE KEPT

The following typical examples of completed applications for Certificates of War Necessity are presented in illustrations A and B, and a detailed explanation of the various entries is given below:

Illustration A—Application for Certificate of War Necessity—Farm operator.—This illustration indicates the entries which would be made by John J. Jones, a farmer, whose farm is located between Cincinnati and New Richmond, Ohio. Mr. Jones is an average farmer who produces a number of commodities on his farm, including milk, which predominates. He uses his truck, a $\frac{3}{4}$ -ton 1940 Chevrolet with an express body, principally for transporting milk from his farm to Cincinnati.

The information entered on the first page of the Application Form with respect to his name and address, manufacturer's make, year model, State of registration and registration number were entered by the Central Mailing Office of the Office of Defense Transportation. Any of the items which describe the vehicle in this space which are not filled in, must be filled in by Mr. Jones as indicated in the illustration.

QUESTIONS 1 and 2. These are self-explanatory.

QUESTION 3. Since the average trip length operated is 10 miles, the operation is classified as "local" in accordance with the definitions given at page 25.

QUESTION 4. "Other service" is indicated since the principal use of the vehicle is from the farm to the market with no "distribution" operations at intermediate points.

QUESTIONS 5 and 6. These are self-explanatory.

QUESTION 7. The truck has 4 tires on the running wheels and one spare. The estimated mileage which the tires have been operated is as indicated in the illustration. During the year 1941, Mr. Jones removed tires from his truck which were no longer serviceable and he estimated that these tires had averaged the miles indicated.

QUESTIONS 8 AND 9. Since Mr. Jones neither leases equipment from or to others for a period of seven or more consecutive days, a negative response is given for each of these questions.

Since the operations are in local service, it is necessary only to fill in questions 10-16 among the questions showing Quarterly Traffic Requirements. The entries indicated for each of the 4 quarters of 1941 represent estimates of past operations as to miles traveled, number of trips, average load per trip, average unit capacity of vehicle and the percent of the vehicle capacity which was utilized. Similar estimates by quarters are made for each of the last two quarters of 1942 and the first two quarters of 1943.

QUESTION 10 (a). Mr. Jones enters the mileage by quarters which he estimates he has operated or will operate. Since he leases no truck for seven or more consecutive days and does not intend to do so, he does not fill in 10 (b).

QUESTION 11. Mr. Jones does not make special deliveries or call backs, and thus he indicates no mileage in such operations.

QUESTION 12. Since Mr. Jones' operations are not subject to any ODT General Order, he places zero in each column in response to this question.

QUESTION 13. Mr. Jones indicates the number of trips he operated in each quarter in 1941 and estimates the number of trips he intends to make in 1942 and 1943 for the quarters listed.

For questions 10 through 13, the entries for the columns headed "Total—12 Months" are obtained by adding the figures for each quarter of 1941 on each line and then adding the figures for the quarters specified in 1942 and 1943 on each line; these sums are then entered in the respective columns for each line.

QUESTION 14. Only one of the three units of measurement of average load is used. Mr. Jones expresses his average load in tons (14 (a)) for each of the quarters. In the "Total—12 Months" column, Mr. Jones enters the average load for each of the two 12-month periods—not the sums of the average loads.

QUESTION 15. The unit capacity of the vehicle must be the same unit of measurement as that used in question 14. Mr. Jones indicates that the capacity of his vehicle is 1 ton (15 (a)). As in question 14, in the "Total—12 Months" column, the average capacity is indicated.

QUESTION 16. To determine this entry, Mr. Jones divides the figures he has placed in each column of question 14 (a) by the figures in the respective columns of question 15 (a).

Since Mr. Jones operates his truck in local service only, he does not fill in responses to questions 17 through 24.

QUESTION 25. The gallons of motor fuel used in his vehicle quarterly are indicated by Mr. Jones under (a) since he owns his truck and leases none from others for seven or more consecutive days. In the "Total—12 Months" column, Mr. Jones enters the sums of the figures for the two 12-month periods in the respective columns.

QUESTION 26. In response to this question, the applicant after carefully reviewing the summary of ODT Orders at pages 20 to 24, states that he, as the operator of a motor vehicle, is not subject to any ODT General Orders.

QUESTION 27. Mr. Jones responds that there are no Special or General O. D. T. Permits applicable to his operations.

QUESTION 28. The applicant indicates that he has adjusted his operations by traveling at a maximum speed of 35 miles per hour and is taking precautions to conserve his tires by keeping them properly inflated.

QUESTION 29. Since Mr. Jones does not operate his vehicle in an area where gasoline is rationed, he responds negatively to part (a), and no answers are required for the remaining parts of this question.

After answering all questions appearing on the Application Form, Mr. Jones affixes his signature and the name under which he does business, his address, including the county, and the date of his application, and forwards the application to the Central Mailing Office of the Office of Defense Transportation.

Illustration B—Application for Certificate of War Necessity—Retail Grocer.—This illustration indicates the entries which would be made by the John Doe Company, hereinafter called applicant, a retail grocer doing business in Washington, D. C. Applicant owns and operates in connection with his business one 1/2-ton 1939 Ford truck with panel delivery body. The motor truck is used principally for making deliveries from applicant's store to its customers. It is also used once each morning to make a pick-up of produce at a local market. A trip is made once each week to Annapolis, Maryland, thirty-five miles distant from applicant's store, with stops en route on both the outbound and inbound movement.

The information entered on the first page of the Application Form with respect to applicant's name and address, manufacturer's make, year model, State of registration, and registration number of the motor truck were entered by the Central Mailing Office of the Office of Defense Transportation. Any of the items which described the vehicle in this space which are not filled in, must be filled in by the applicant as indicated in the illustration.

QUESTIONS 1 and 2. These are self-explanatory.

QUESTION 3. Since applicant's operations are predominately local delivery service between applicant's store and its customers, it is classified as "local" in accordance with the definitions given at page 25.

QUESTION 4. "Distribution service" is indicated since the principle use of the vehicle is the distribution of local retail deliveries.

QUESTION 5. This is self-explanatory.

QUESTION 6. No reply is indicated for the reason that, as stated above in answer to question 3, applicant's operations are predominately local delivery, and therefore, answers to questions 3 and 6 are, and should be, consistent.

QUESTION 7. The truck has four tires on the running wheels, estimated to have been operated 10,000 miles as shown in the illustration. A new spare tire is carried on the truck. During the year 1941 applicant removed tires no longer serviceable from his truck. The estimated mileage of the tires thus removed is indicated to be 20,000 miles.

QUESTIONS 8 and 9. Since applicant neither leases equipment from or to others for a period of seven or more consecutive days, a negative response is given for each of these questions.

Since the operations are in local service, it is necessary only to fill in questions 10 to 16 among the questions showing quarterly traffic requirements. The entries indicated for each of the four quarters of 1941 represent estimates of past operations as to mileage traveled, number of trips, average load per trip, average unit capacity of vehicle, and the percentage of the vehicle capacity which was utilized. Similar estimates by quarters are made for each of the last two quarters of 1942 and the first two quarters of 1943.

QUESTION 10 (a). Applicant maintained no record of mileage operated during 1941; but, by having a record of monthly purchases of gasoline, the mileage figures shown were obtained by multiplying the amount of gasoline purchased during a respective period by the number of miles per gallon the truck consumes. Since no vehicle was leased for seven or more consecutive days and since applicant does not intend to use such leased vehicle, no answer is required for 10 (b).

QUESTION 11. Special deliveries and call backs made during the corresponding periods of 1941 were estimated to be 10% of the mileage operated during such period. In the circumstances this would seem to be a fair estimate.

QUESTION 12. There being no General Permit in effect applicable to applicant's operations and no Special Permit having been issued to applicant, no mileage is shown.

QUESTION 13. Applicant indicates the number of trips he operated in each quarter in 1941 and estimates the number of trips he anticipates he will make in 1942 and 1943 for the quarters listed.

QUESTIONS 10 through 13. The entries for the column headed "Total—12 Months" are obtained by adding the figures for each quarter of 1941 on each line and then adding the figures for the quarter specified in 1942 and 1943 on each line; these sums are then entered on the respective columns for each line.

QUESTION 14. Only one of the three units of measurement of average load is to be used. Applicant has indicated his average load in units of containers or baskets. In the "Total—12 Months" column, applicant enters the average units per load for the two 12 month periods—not the sum of the average loads.

QUESTION 15. The unit capacity of the vehicles must be the same unit of measurement as that used in question 14. Applicant indicates that the capacity of his vehicle is 20 of the units of measurement shown in the preceding answer. As in question 14, "Total—12 Months" column, the average capacity is indicated.

In Questions 14 and 15 applicant has given consideration to and has reflected in his answers the lading of his vehicle when operated in the daily trip to the produce market and the weekly trip to Annapolis, Maryland. When used in both of these services, the vehicle carries more lading than when used in making the deliveries from store to customers. In estimating such lading, applicant relied upon visible capacity of the lading in relation to the unit capacity and arrived at the stated figure which is comparable to the average unit capacity lading.

QUESTION 16.—To determine this entry, applicant divides the figures in each column of question 14 (c) by the figures in the respective columns of question 15 (c).

Since applicant's operations are predominately local services only, no responses are required to questions 17 through 24.

QUESTION 25. The gallons of motor fuel used in applicant's vehicle quarterly are indicated under (a), since applicant owns his truck and leases none from others for seven or more consecutive days. In the "Total—12 Months" column applicant enters the sums of the figures for the two 12-month periods in the respective columns.

QUESTION 26. After carefully reviewing the summaries of ODT Orders at pages 20 to 24, applicant determines and so indicates that General Order ODT No. 17 is applicable to his operations.

QUESTION 27. Applicant indicates there are no General or Special Permits applicable to his operations.

QUESTION 28. Applicant's statement of accomplishment of its motor equipment conservation is self-explanatory.

QUESTION 29. Applicant operates in an area where motor fuel is rationed and therefore, answers to (c), (d) and (e) are self-explanatory statements of facts.

After carefully answering all questions, the applicant's firm name is indicated and the person filling out the report signs his name. The street address is indicated and it is important that the county as well as the city and state be designated. The date upon which the form is filled out should be specified and the completed forms sent immediately to the Central Mailing Office of the Office of Defense Transportation.

Illustration C.—Illustration C indicates a sample "Weekly Record of Commercial Vehicle Transportation" for a vehicle engaged in over-the-road service for the period November 1–December 26. The information is totaled and the average load per trip for the period indicated in the last column of the total line.

ILLUSTRATION B.—Application for Certificate of War Necessity—Retail Grocery Operator. (See pages 28 and 29 for explanation of entries.)

OFFICE OF DEFENSE TRANSPORTATION
WEEKLY RECORD OF COMMERCIAL VEHICLE TRANSPORTATION

Week Ending Sat- urday	No. of Trips	Miles Operated	Units Out- Bound	Units In- Bound (Tons)	Gallons of Fuel Used	Number of Tires Mounted		Tires Inspected and Passed By Authorized Inspector
						New	Recap and Retreads	
1942								
NOV. 7	10	500	20	10	63			
14	12	600	27	12	77			
21	8	400	20	9	52			
28	12	600	24	11	76	1		
DEC. 5	10	500	23	7	64			
12	10	500	20	11	60			
19	12	600	24	10	80			
26	12	600	21	9	78			
TOTAL	86	4300	179	79	550			AVG. LOAD PER TRIP 3 tons
1943								
JAN. 2								
9								
16								
23								
30								
FEB. 6								
13								
20								
27								
MAR. 6								
13								
20								
27								
TOTAL 1ST QTR.								AVG. LOAD PER TRIP
APR. 3								
10								
17								
24								
MAY 1								
8								
15								
22								
29								
JUNE 5								
12								
19								
26								
TOTAL 2ND QTR.								AVG. LOAD PER TRIP

ILLUSTRATION C.—Weekly Record of Commercial Vehicle Transportation.

**END OF
TITLE**